

TOWN OF BARRINGTON RI REQUEST FOR PROPOSALS

PLANNING CONSULTANT SERVICES: STRATEGIC PLAN FOR ENERGY

1. PURPOSE

The Town of Barrington is soliciting Proposals from qualified consultants interested in providing Consultant Services to work with the Town to develop a strategic plan for reducing energy usage at Town and school facilities and encouraging residents and businesses to conserve. The Town is seeking to hire a consultant with experience developing strategic plans that include establishing a baseline of energy demand and steps for achieving energy-reduction targets focusing on energy efficiency, renewable energy technologies and public outreach.

The purpose of this funding is to create a municipal strategic plan consistent with the requirements of the federal ARRA Energy Efficiency and Block Grant Program administered by the State of Rhode Island Office of Energy Resources. The purposes of the plan, to the extent feasible, are to: (a) Prioritize energy efficiency and conservation as the cheapest, cleanest and fastest ways to meet energy demand. (b) Maximize benefits over the longest possible term, including linking energy efficiency and conservation investments with community economic development, community stabilization and poverty reduction efforts. (c) Invest in programs and projects that create and/or retain jobs and stimulate the economy while meeting long term energy goals. (d) Target programs and projects that will provide substantial, sustainable and measurable energy savings, job creation and economic stimulus effects. (e) Give priority to programs and projects that leverage funds with other public and private resources. (f) Develop, to the extent possible, programs and strategies that will continue beyond the funding period.

2. RESPONSES

The response (hereafter “Proposal”) to this Request for Proposals shall be submitted in such form and quantity and at the location as is provided in this Request. **The Proposal must be submitted to the Town no later than 2 p.m. Monday, February 22, 2010.**

3. PROJECT DESCRIPTION

The Town’s Comprehensive Community Plan proposes to undertake initiatives that put Barrington on track to become a more sustainable community. One important initiative is improving energy efficiency, thereby creating savings and reducing the environmental impact of town energy use through conservation and the use of sustainable energy resources. In support of this initiative, the Town has formed a Committee for Renewable Energy for Barrington to advise the Town Council on short and long term strategies to promote energy efficiency. Current energy usage has been documented in the Energy Star data base. Energy audits of various kinds have been performed on both municipal and school buildings to identify energy efficiency measures. However, what is lacking is an integrated strategic plan for the Town that includes key elements such as:

- Definition of goals & objectives
- Benchmarking of current performance
- Identification of opportunities for energy efficiency improvements
- Prioritization of energy projects
- Procurement of funds for energy projects
- Monitoring & control of energy projects
- Verification & documentation of results
- Coordination and sharing of projects with other communities
- Assisting community members with private energy projects
- Educating citizens on importance of energy conservation
- Defining roles & responsibilities
- Sustainability of energy efficiency initiatives

To better understand how to implement the strategic plan, the Town desires advice on the identification, prioritization and funding of an initial set of energy conservation projects.

4. SCOPE OF SERVICES

The primary task of this project is to develop a Strategic Plan to identify and implement measures that cut energy usage in Barrington, with the emphasis on reducing municipal and school energy bills through energy efficiency and renewable energy improvements. The plan also will identify strategies for reaching out to the community to encourage residents and businesses to adopt energy-saving measures.

A secondary task of this project is to use elements the Strategic Plan to identify and fund an initial set of energy conservation projects. This activity will help solidify the Plan and assure that the Town understands it.

The Consultant will work with the Town Planner's Office and the Town's Committee for Renewable Energy for Barrington.

Sub-tasks include:

- Provide an analysis of the Town's Energy Star data on municipal and school energy usage. Collect additional data as needed to identify facilities with excessive energy usage, based on factors such as building occupancy, building size, and age of heating/air conditioning systems.
- Meet with Town and School Department to identify opportunities to:
 - Implement energy efficiency and renewable energy projects at specific sites based on solar orientation, energy demand, age and efficiency of existing systems, and other factors.
 - Change to a "green" fleet as outdated vehicles are replaced.
 - Include evaluation of pay-back / life cycle costs for various types of energy projects, comparing costs of conventional systems with renewable projects including solar thermal, photovoltaic and geothermal systems.
- Establish 5-year, 10-year and 25-year energy reduction targets and strategies to achieve them for municipal and school facilities, with existing energy data serving as the baseline. Provide targets for buildings as well as fuel efficiency of Town and school fleets.

- Recommend energy usage targets for future new municipal and school buildings, such as on a per-square-foot and/or per-person occupancy basis.
- Recommend a formula and other guidelines for establishing a municipal “energy bank” that banks a portion of energy savings resulting from energy improvements for future energy projects.
- Recommend strategies to encourage energy efficiency measures at homes and businesses in town. Include consideration of:
 - A Town ordinance establishing an “on-bill” energy efficiency capital funding program, in conjunction with the property tax process, for assisting property owners with funding energy efficiency measures. A capital fund can be set up and self funded through payments from participants to continue the towns march towards reducing its carbon footprint. This program would enable the town to actually measure, track, and report on the results of funded projects and the capital investment would have a lien status similar to real estate taxes.
 - Establishment of guidelines for residential and commercial projects similar to the “Guidelines for Energy Efficient Construction” (Burlington, VT. See www.ci.burlington.vt.us/planning/dguide/energy_efficiency.pdf)
 - Other incentives for businesses and residents, based on research of programs adopted by other similar communities in New England and elsewhere.
- Provide recommendations on Zoning Ordinance standards to permit small-scale wind energy conversion systems and other renewable technologies on residential and commercial buildings, taking into consideration factors such as minimum lot sizes, setbacks and noise. (As an example, see the proposed zoning amendments in Middletown, RI)

Deliverables

- Memorandum/report identifying an initial set of energy project conservation projects and a recommended approach for funding & implementation
- Meeting summaries
- Strategic Plan (consultant shall provide outline of Strategic Plan as part of this Request for Proposals). Drafts to be reviewed by Committee for Renewable Energy in Barrington and Town staff.
- Submittal / presentation of the Strategic Plan to Town Council

The Final plan will be presented to the Council for adoption. Anticipated timeframe: 3 to 4 months.

Meetings

Meetings will be kept to a minimum. Comments on the draft plan will be handled via e-mail to the extent possible. Plan on the following meetings:

- Four (4) meetings with Town and school administration to be held during the regular work days, to review data and drafts of the Strategic Plan
- Three meetings with the Committee for Renewable Energy in Barrington (evening meetings that start at 7 p.m.) to review drafts and final plan
- One public workshop (evening) to receive input on draft plan

- Present Final Plan to the Town Council

Responsibilities of Town

The Town Planner will be the contact person to answer questions from the consultant, help with data gathering, scheduling meetings and other tasks to keep the project on schedule. The Town Planner will also process requests for payment, signing off after confirming the consultant has achieved the benchmarks required for payment to be established in the contract.

5. SUBMITTAL CONTENT

The following items must be addressed in all proposals:

1. A cover letter signed by a Principal Partner of each contractor committing to the proposal.
2. Scope of Work. Respondents shall include a detailed outline providing further detail regarding specific approaches being proposed. The scope should be consistent with, but not necessarily identical, to the scope of services outlined above while staying within the anticipated project budget not to exceed \$12,000. A detailed outline of the Strategic Plan, as recommended by the respondent, shall be provided.

Proposals from more than one organization should specify clearly which respondent will serve as prime contractor and which firms will complete each aspect of the project.

3. Schedule and Deliverables. Provide a detailed outline of project deliverables including a proposed project time schedule. It is anticipated that the project will be completed within three (3) to four (4) months.
4. Fee Proposal. Provide a lump sum and fee breakout based on the proposed scope of services. Also, provide a per-meeting cost for meetings that may be needed in addition to those described under the Scope of Services. Include number of hours the project manager and other personnel will be assigned to the project, with hourly and total fee for each.
5. Qualifications. Proposals should indicate general qualifications of the respondent(s) as related to energy planning, as well as specific prior experience and qualifications applicable to this project. Proposals should also include the following:
 - a. Resumes of key personnel to be assigned to the project
 - b. References
 - c. Sample of previous work
6. Conflict of Interest Disclosure. Respondents should indicate whether they or their clients who might benefit financially, directly or indirectly, from the project.

6. SELECTION CRITERIA

Selection criteria include:

- A. Specialized experience and technical competence of the contractor(s) and assigned staff relative to the task requirements outlined in this RFP.
- B. Understanding of the nature of the project
 - 1. Understanding of the proposed scope of work
 - 2. Respondent's proposed methodology and approach, including the proposed outline for the Strategic Plan
 - 3. General organization and clarity of the proposal
- C. Assignment of sufficient staff to assure timely and satisfactory completion of the project.
- D. References reflecting the previous work experience of the project team and satisfactory accomplishment of contract responsibility.
 - 1. Quality of final products
 - 2. Ability to meet work schedules
- E. Project cost, schedule
 - 1. Total project cost and proposed scope of work
 - 2. Project schedule and timeliness of products
 - 3. Total person-hour commitment
 - 4. Total hours committed for the project manager

7. SELECTION PROCEDURES

The Town of Barrington intends to negotiate a single scope of services and contract for this proposed work. A contractor will be selected based on a recommendation from the interview committee, after analysis of all information provided in the Proposals. Respondents should be available for interviews prior to the selection of a contractor. The Town of Barrington reserves the right to negotiate a contract, including the scope of work and contract price, with any respondent or other qualified party.

8. SUBMITTAL REQUIREMENTS

In total, five (5) bound copies of the Proposals, including attachments, are required. The envelope in which the Proposals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "Town of Barrington: Strategic Plan for Energy."

Submittals shall be delivered to the location below at or before 2 p.m. Monday, February 22, 2010. Late submittals will not be accepted.

Town Planner's Office
Barrington Town Hall, 2nd Floor
Town of Barrington
283 County Road
Barrington, RI 02806

9. RESERVATION OF RIGHTS

The Town reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional information, and to make inquiries as may be necessary to verify qualifications. Nothing in this document shall require the Town to proceed with consultant services.

10. ADDITIONAL INFORMATION

Questions should be addressed to:

Town Planner Philip Hervey
283 County Road, Barrington, RI 02806
Phone: (401) 247-1900 Ext 343
E-Mail: phervey@barrington.ri.gov

Energy Star Data - Town of Barrington

My Portfolio: Andrea Moshier							
February 2, 2010 - 11:39:03 AM							
Total Buildings: 18							
Facility Name	Current Rating (1-100)	Change from Baseline: Adjusted Energy Use (%)	Total Floor Space (Sq. Ft.)	Energy Use Alerts	Current Energy Period Ending	Eligibility for the ENERGY STAR	Last Modified
Barrington High School	100	0	484,650	Data > 120 days old	6/30/2009	Not Eligible: Current period ending over 120 days	9/7/2009
Barrington High School	78	-6.5	189,000		11/30/2009	Eligible	1/21/2010
Barrington Middle School	67	0	147,000	Data > 120 days old	6/30/2009	Not Eligible: Rating must be 75 or above	11/26/2009
Barrington Middle School	48	-4.9	147,000		11/30/2009	Not Eligible: Rating must be 75 or above	1/21/2010
Barrington Town Hall	85	0	35,991	Data > 120 days old	6/30/2009	Not Eligible: Current period ending over 120 days	8/28/2009
Hamden Meadows Elementary	N/A	N/A	49,350	Data > 120 days old;	6/30/2009	Not Eligible: Rating must be 75 or above	9/12/2009
Hampden Meadows	25	-0.9	49,350	> 65 days in electrical meter entry	1/31/2009	Not Eligible: Rating must be 75 or above	1/28/2010
Library / Senior Ctr.	N/A	10.6	43,873	Data > 120 days old	10/31/2009	Not Eligible: Rating must be 75 or above	12/17/2009
Nayatt Elementary	57	-20	34,000		10/31/2009	Not Eligible: Rating must be 75 or above	1/28/2010
Nayatt Elementary	N/A	N/A	34,000			Not Eligible: Rating must be 75 or above	11/19/2009
Peck Center/Library	N/A	N/A	43,783	Less than 1 year of data;	7/31/2008	Not Eligible: Rating must be 75 or above	12/8/2009
Primrose Hill	N/A	N/A	36,000	Data > 120 days old			
Public Safety	N/A	-0.8	38,714	Less than 1 year of data;	10/31/2009	Not Eligible: Rating must be 75 or above	1/21/2010
Public Safety	N/A	N/A	38,714	Gaps between meter entries	9/30/2009	Not Eligible: Rating must be 75 or above	12/17/2009
Public Safety	N/A	N/A	38,714	Data > 120 days old;	6/30/2009	Not Eligible: Rating must be 75 or above	9/2/2009
Public Works	N/A	-3.4	22,651	> 65 days in electrical meter entry	11/30/2009	Not Eligible: Rating must be 75 or above	12/17/2009
Sample Facility	N/A	N/A	10,000	Less than 1 year of data;	1/31/2009	Not Eligible: Rating must be 75 or above	12/8/2009
Sowams Elementary	33	-8.6	29,300	Data > 120 days old	11/30/2009	Not Eligible: Rating must be 75 or above	1/21/2010
Town Hall	88	-2	35,991		10/31/2009	Eligible	12/17/2009
Group Total			1469367				